

**From:** Deputy Director, Admin  
**Sent:** Thursday, July 24, 2014 2:38 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - Scaffolding Replacement Postponed  
**Importance:** High

## **BUILDING UPDATE – SCAFFOLDING REPLACEMENT AT 450 N STREET**

The Department of General Services (DGS) has postponed the scaffolding replacement at the Board of Equalization's (BOE) 450 N Street building. The DGS will be in contact with BOE shortly to re-schedule and coordinate a new date and time for this work.

Thank you for your patience and understanding.

**Edna B. Murphy, MBA**  
Deputy Director, Administration Department  
Board of Equalization

**From:** Deputy Director, Admin  
**Sent:** Friday, July 18, 2014 3:42 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - Scaffolding Replacement

## **BUILDING UPDATE – SCAFFOLDING REPLACEMENT AT 450 N STREET**

Between July 25<sup>th</sup> and July 27<sup>th</sup>, the Department of General Services (DGS) will be replacing the rented scaffolding surrounding the perimeter at the Board of Equalization's (BOE) 450 N Street building. The replacement of the scaffolding is required due to the expiration of the contract with the previous fencing vendor. The rented scaffolding will be replaced by scaffolding purchased by the state.

The replacement of the scaffolding will have no impact on BOE operations, including any overtime scheduled for that weekend. Please note that the main "N" and 5th street entrances to the building will not be available during the installation of the new scaffolding. Staff entering or exiting the building during this three-day period will be required to use the entrances on the corner of 5<sup>th</sup> & "O" Streets and 4<sup>th</sup> Street. You can also enter the building through the second and third floors of the parking garage; however, no access will be permitted from the garage roof into the building.

We apologize for any inconvenience this may cause. Thank you for your patience and understanding.

**Edna B. Murphy, MBA**

Deputy Director, Administration Department  
Board of Equalization